

TRAFFIC FLOW/EXIT REVIEW TEAM

Qualifications:

- Non-medical/general support volunteer.
- Required vaccine.
- Must wear reflective vest when outside.

Mission: Ensure orderly flow of participants inside and outside the POD.

**** Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform your supervisor immediately.**

Report To: POD Site Manager

PPE: Must wear mask and face shield/safety glasses/goggles

Job Actions:

Outside:

- Maintain traffic control outside clinic.
- As people arrive, instruct them to wait in car and tune radio to a station where they will hear call to enter building.
- Be aware of people in cars to make sure they are doing ok.
- Check on people waiting in their car for the required 15 minutes after vaccination.

Inside:

- As people leave, check to see that they have card for next appointment and information on vaccine. Remind them to wait 15 minutes before leaving.
- Maintain traffic control inside clinic. Ensure everyone is 6 feet apart.
- Assist with handicapped and elderly.
- Direct participants to next step in process when table available.

Shift Checklist:

- Report to Safety/Security Manager.
- Sign personnel checklist.
- Wear badge at all times.
- Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms.
- Patrol frequently to make sure all clinic flow signs and clinic station signs are in place and replace as necessary.
- Direct participants as necessary to maintain clinic flow and order inside clinic.
- Direct participants as necessary to maintain traffic flow and order in parking area.
- Assist handicapped participants.
- Call clinic security for backup as necessary.
- Report to oncoming Traffic Flow personnel.
- Sign off/report to Safety/Security Manager.

Please enter your hours after each shift. Thank you!

SWVA MRC-Volunteer Hours & Responsibility Tracker 2021